

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Technical Officer – Digital and A/V Level: 5  
Faculty/Division: Law, Humanities and the Arts Department/Location: TAEM

### Primary purpose of the position:

This position, located within the School of the Arts, English & Media, is responsible for providing technical support for and the maintenance of school facilities and providing service to students and school stakeholders to ensure delivery of quality teaching and research programs. The technical officer is the primary contact in the school for specialised services and resources and provides technical assistance for the school's studios, laboratories and other teaching facilities and equipment. The position communicates a range of relevant technical matters to school staff and students.

### Position Environment: (Optional)

The School of the Arts, English and Media offers undergraduate and postgraduate courses in: Communication and Media Studies, Creative Writing, Digital Media, English Literatures, Graphic Design, Journalism, Music, Performance and Theatre, Photography and Visual Arts.

The School focuses on creative practice and balances practical and theoretical educational goals. It is a key educator in the growing creative industries sector and offers a dynamic, multidisciplinary learning environment which is significant within the region and distinctive both nationally and internationally. The School operates across multiple campuses including the main campus at Wollongong and the Innovation Campus. In addition courses are offered at the education centres at Shoalhaven campus, Bega, Bateman's Bay, Moss Vale and Southern Sydney. The position is expected to be able to work across campuses in order to meet the requirements of the School.

### Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Provide technical support to the school including, but not limited to: <ul style="list-style-type: none"> <li>• Maintenance and oversight of the school's studios, laboratories and other teaching spaces</li> <li>• Introduction and improvement of effective administrative processes</li> <li>• Management of work hours to cover peak session workloads and to ensure the provision of technical support when required</li> <li>• Ensure equitable access to computer laboratory and studio facilities</li> <li>• Ensure knowledge and adherence to studio rules (including WHS standards) by all users</li> </ul>	30%	

<ul style="list-style-type: none"> <li>• Prepare teaching spaces for classes and rearrange and relocate equipment as required</li> <li>• Oversee maintenance of school equipment</li> <li>• Provide technical assistance for school events as required</li> </ul>		
2. Provide demonstrations in relation to techniques, equipment and materials and provide technical expertise to staff and students.	30%	
3. Maintain stocks of consumable materials in studios, labs and equipment loans area.	10%	
4. Oversee Work, Health and Safety responsibilities in studios and other working areas by: <ul style="list-style-type: none"> <li>• conducting regular safety audits</li> <li>• maintaining any required registers and records</li> <li>• establishing effective processes to store and dispose of materials</li> <li>• demonstrating and monitoring safe use of equipment</li> <li>• ensuring that relevant staff and stakeholders are knowledgeable of current WH&amp;S legislation and practice</li> <li>• maintain up-to-date information and processes through attendance at meetings and training workshops as required.</li> </ul>	15%	
5. Operate and maintain the staff/student equipment loan database system, including monitoring and maintaining asset logging and tracking	10%	
6. Assist the production and package for broadcast student programs such as UOW TV and radio podcasts.	5%	
7. Provide other general support to the school as required	Ongoing	
8. Observe the principles and practices of Equal Employment Opportunity	Ongoing	
9. Comply with WH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	Ongoing	

### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

## Reporting Relationships:

Position Reports to: Manager, School of the Arts, English and Media

The position supervises the following positions: Nil

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Sound knowledge of audio production techniques and maintaining audio visual resources
- Demonstrated knowledge of audio-visual technical requirements for broadcast facilities in order to produce video and sound to end product on DVD or internet and to effectively interface cameras, microphones and digital VCRs with computer based software such as Pro-Tools, Final Cut Pro and Adobe CS Master Collection.
- Demonstrated knowledge of digital sampling software, digital recording and editing techniques.
- Demonstrated knowledge and skill with MAC OS platforms and a range of software such as Pro-tools, Final Cut Pro, iMovie, Garage Band, Dreamweaver, Audacity, Sound slides, Windows Media and Photoshop.
- Current knowledge of relevant WH&S legislation, guidelines and practices.
- Demonstrated commitment to working as part of a team.
- Skill in conducting equipment loans and stock/asset management

Desirable:

- Experience in supporting classroom activities.
- Experience in data collection, developing recommendations and report writing.

## SELECTION CRITERIA - Education and Experience:

Essential:

- Tertiary qualifications or equivalent demonstrated experience in technical support and daily management of sound production studios/computer laboratories; or completion of a post-trades certificate or advanced certificate and extensive relevant experience as a technician; or equivalent combination of relevant industry experience and/or education/training.
- Demonstrated experience in use of industry standard software such as those noted above.
- Ability to communicate technical processes and regulations to clients.
- Skill in balancing priorities and client requirements while adhering to institutional policies, guidelines and considerations.
- Proven ability work effectively under pressure and with competing priorities
- Ability to communicate with a diverse range of students and people a variety of cultures and backgrounds

## Personal Attributes:

- Service oriented
- Respectful of individual differences
- Takes pride in work and surroundings
- Proven ability to take initiative and responsibility

## Special Job Requirements:

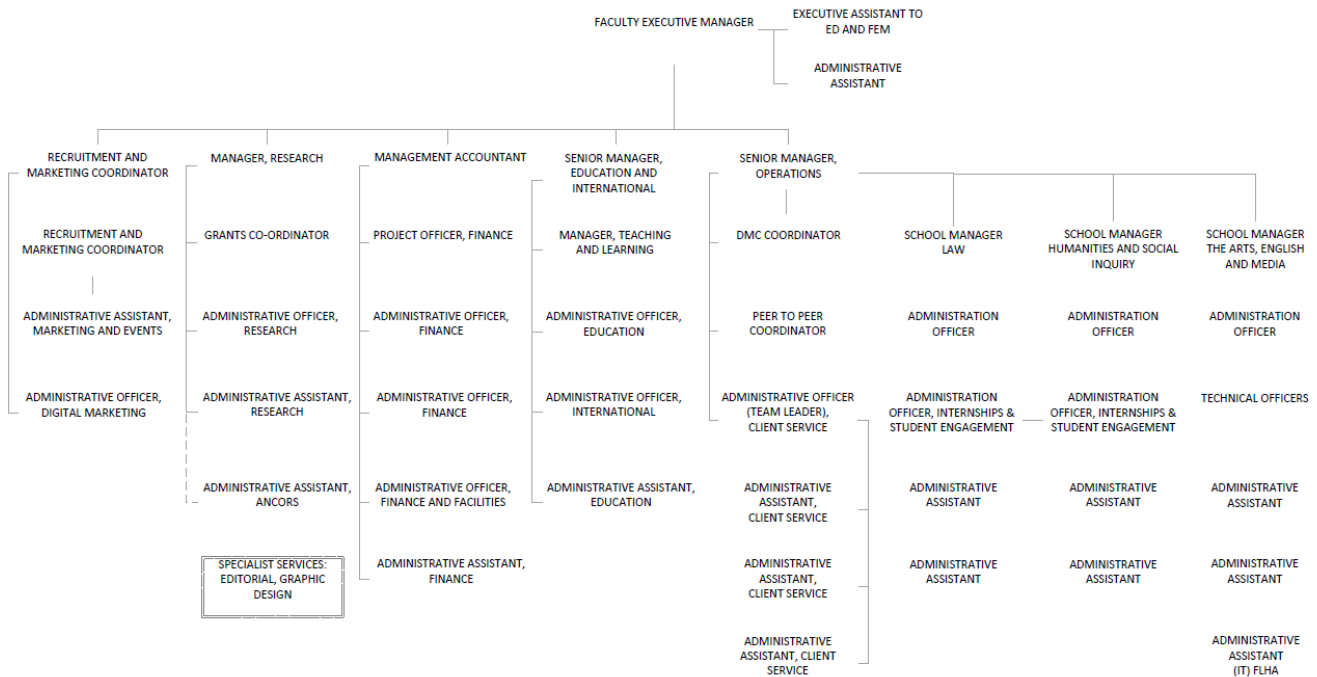
- Current driver's licence required
- Ability to safely operate power tools and electrical equipment
- Ability to engage in manual handling and lifting
- Ability to work flexible hours including some evening and/or weekend work
- Leave arrangements may be subject to teaching and operational schedules.
- Additional hours may be required from time to time.
- Travel to other campuses and relocation to campuses as required.

## Organisational Chart:

February 2014



### FACULTY OF LAW, HUMANITIES AND THE ARTS ADMINISTRATIVE ORGANISATIONAL CHART



## Approval:

Approval by Executive Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Approval by Head of School: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_